

ETID

ELECTRONIC TURN IN DOCUMENT

ETID ACCESS REQUEST PROCESS

April 2010

SIMPLIFYING THE TURN IN PROCESS

ETID – NEW USER – DRMS USERS

- ACCESS REQUESTS FOR ETID WILL BE PROCESSED THROUGH THE **AURA SYSTEM** BY THEIR TASO
- ETID ACCESS CAN BE OBTAINED FOR MULTIPLE DRMO LOCATIONS
- FOR DRMS EMPLOYEES/CONTRACTORS WHO RECEIVE PROPERTY
- FOR DRMS EMPLOYEES WITH OVERSIGHT RESPONSIBILITY

ETID - DRMS WEB INFORMATION

DEFENSE LOGISTICS AGENCY
Defense Reutilization & Marketing
DoD's Provider of Choice for Worldwide Reuse, Recycling and Disposal

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Welcome

DRMS HOME

DRMS (DRMO) Locations

Military/Government Usable Property Turn-Ins

Military/Government Scrap Property Turn-Ins

Electronic Turn-In Document (ETID)

Web Based Documents (WEB DOCs)

Property Search for Military, Federal, State & Special Programs

MILSTRIP Search

Recycling Control Point (RCP)

Furniture Available

Property for Sale

Contracting

Environmental/Hazardous Disposal Guidance

ETID System

ETID Training and Demo System

ETID Reports Available

ETID Additional Information

The Defense Reutilization and Marketing Service is part of the Agency. Our mission is to provide the DoD's best value service and great performance to our customers for the reuse, transfer, and disposal of military and government property.

Address  <http://www.drms.dla.mil/>

PRODUCTION/LIVE

DEMO/TRAINING

ETID (Electronic Turn-In Document)

ETID is a web-based system for generating activities. ETID a full service turn-in system assists customers in preparing and maintaining their Turn-in documents. ETID is correct, legible, to include bar-coded DTID & NSN 1348-1a documents.

[ETID \(Electronic Turn-In Document\)](#)

Link to the live ETID System

[ETID Overview 1007](#) (.ppt)

Using ETID is easy saves generating activities and DRMS time, reduces errors, and provides electronic DD Form 1348-1a.

[ETID Access Request Process](#) (.ppt)

steps to gain access the live ETID system

[ETID Generator training](#) (.ppt)

Overview of the processes of creating, editing, deleting ETIDs

[ETID DRMO training](#) (.ppt)

Overview of DRMO review process within ETID

[ETID Printing 0206](#) (.ppt)

For printing documentation and labels

[ETID Training and Demo System](#)

Great for training and making test documents requires login & password obtained from contact information at the bottom of welcome page

[FAQs](#)

Fact and Questions

[ETID Reports Available](#)

Create reports of property turned through ETID

[ETID Business Rules](#) (.pdf)

[ETID Hazardous Access 1007](#) (.ppt) and [ETID Hazardous Overview 1007](#) (.ppt)

For specific Hazardous information

ETID – NEW USER - GENERATOR

DRMS ETID

GENERATORS APPLY FOR ETID ACCESS ONLINE BY SELECTING "ACCOUNT REQUEST"

[DR](#)

[LINE](#)

Current ETID Users

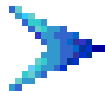
[ETID Generator Login](#)

Click here to *create* turn-in documents.

[ETID DRMO Login](#)

Click here to *approve* turn-in documents.

New ETID Users



[Account Request](#)

*NOTE: <Account Request> for generators only. DRMO personnel please use AURA to request access.

[Check Request Status](#)

Click here to check the status of your completed ETID access request, to finish a request you started but did not submit, or to change information as directed by a data owner. You must have your temporary ID and chosen password to log in.

ETID – NEW USER - GENERATOR REQUIRED INFORMATION

ETID Generator ETID Access Request

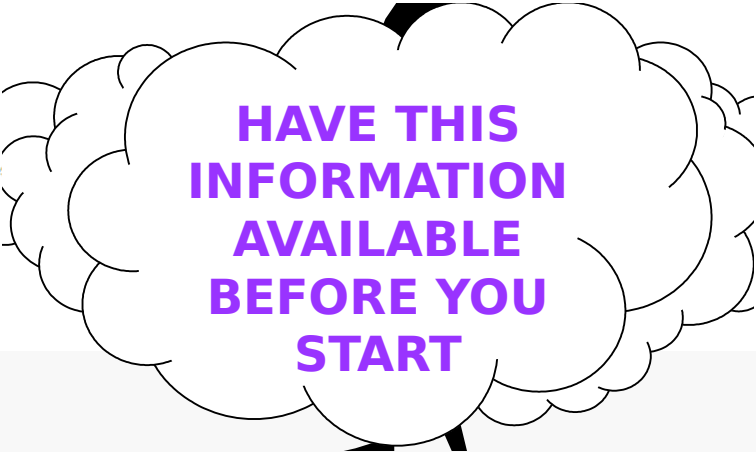
Please use the "Next" and "Back" buttons provided during the registration process rather than the Browser buttons.

Use of the Browser "Back" and "Forward" buttons may result in the loss of information.

Please have this information available before filling out your access request for ETID:

1. Name of the Company you work for and their address
2. Your personal information:
 - o Name, CONUS/OCONUS location, Hazardous certification status.
 - o Time zone, DoD employment type (see selections on form)
 - o Work email address
 - o Commercial work phone number
3. If you are a US Citizen the last six digits of your SSN, or a local National the last three digits of your employee number
4. A conforming password (see password instructions below)
5. Your Supervisor Information:
 - o Name
 - o Work email address
 - o Work phone number
6. DoDAAC
 - o Your DoDAAC
 - o Turn-in DoDAAC(s) or DRMO Names
7. If you are a contractor you must provide information about your Contracting Officer's Representative:
 - o COR's First and Last Names
 - o COR's work address (street address, city, state, zip, country)
 - o COR's work email address
 - o COR's work phone number

*Indicates Mandatory Field



**HAVE THIS
INFORMATION
AVAILABLE
BEFORE YOU
START**

ETID – NEW USER - GENERATOR

REQUIRED INFORMATION

Applicant Name and ID Number

* Last Name:

* First Name:

MI:

* ID Number:

(For US Citizen: Last 6 digits of SSN;
for Local National: last 3 digits of Employee Number)

NOTE: *
DENOTES
MANDATORY DATA
FIELD

Location

* I am located in:

Passwords

Please create a password to use when logging into ETID. After your account information has been reviewed and approved, DRMS will send you your ETID User ID via Email. Your password will have to be changed every 60 days.

Your password must follow these rules:

- Minimum of 15 characters
- 2 lower case letters
- 2 upper case letters
- 2 special characters (not a letter or a digit)
- 2 digits (0-9)

Please remember the password you create today.

IMPORTANT:
REMEMBER YOUR
PASSWORD

* Type your Password:

* Re-enter/Verify Password:

Verify that you have all of the information listed above, fill in the required fields correctly, then click the "Next" button.

Next

ETID – NEW USER - GENERATOR

TEMPORARY USER ID

ETID

Generator ETID Access Request - Temporary User ID

 [Help](#)

Please copy, print or otherwise save the following temporary user ID. You will need it to login and display your access status information while your account is pending review, or to make any changes required by the ETID data owner.

Your new Temporary user ID is: ETD40784

After you have copied down or saved your temporary user ID and **memorized your new password**, click the "Next" button to continue with the application.

Back

Next



**COPY OR PRINT
AND SAVE**

ETID – NEW USER - GENERATOR

REQUIRED INFORMATION

Company Name, Time Zone

* Dept/Agency/Organization/Company : Jelly Stone Park
* Time Zone : MST Mountain Standard Time UTC-7

CONUS Address

* Work Street Address : Cave 3
* City : Jellystone
* State : WY - WYOMING
* Zip/Postal Code : 12345
Zip Extension :
* Work Email Address : yogi.bear@jellystone.mil

Phone Numbers

* Commercial Phone Number (including area code) : 3336785432
Commercial Phone Extension :
DSN Phone Number :

Other Information

* Type of DoD Employment : Military
* Certified for Hazardous Turn-in (Y/N) : No

Your Supervisor's Information

* Supervisor's Name : Ranger Rick
* Supervisor's Commercial Phone : 3335431289
* Supervisor's Email Address : ranger.rick@jellystone.mil

NOTE: *
DENOTES
MANDATORY DATA
FIELD

MUST ANSWER
YES IF
HAZARDOUS
PROPERTY
WILL BE
TURNED IN

The system will check that mandatory fields have been entered before allowing you to go to the next page.

Back

Next

ETID - NEW USER - GENERATOR GENERATOR/DRMO DoDAAC

NOTICE

To successfully establish Generator to DRMO relationships follow these steps:

1. Enter a generator and DRMO DoDAAC in the textfields below and select the 'Add' button.
2. The generator/DRMO pair will be added to the select box.
3. At least one generator/DRMO pair must be added to the select box before selecting the 'Next' button.
4. To remove an incorrect generator/DRMO pair in the select box, highlight the pair and select the 'Delete' button. **in the select box you will need to add the correct generator/DRMO DoDAAC pair before deleting**

You Can Enter
Multiple
Generator - DRMO
DoDAAC
Relationships



DoDAAC Pair Entry

* Enter Generator DoDAAC:

(this is a DoDAAC that you will turn-in property under)

* Enter Corresponding DRMO DoDAAC:

(this is the DoDAAC that you will turn property into for the above Generator DoDAAC)

[\(click here to view list of DRMOs\)](#)

**ADD GENERATOR
TURN-IN DoDAAC
AND AFFILIATED
DRMO DoDAAC**

DoDAAC Pairs List

Generator DoDAAC and Affiliated DRMO DoDAAC:

Sends ETID To Appropriate
DRMO For Review



ETID – NEW USER - GENERATOR

ACCOUNT VERIFICATION

ETID Account Verification

All Information
Provided In
Application Is
Listed For
Review

Conus/Oconus Location	
CONUS Code: CONUS- Puerto Rico, Alaska, Guantanamo Bay	
Name and ID	
First Name: April	
MI:	
Last Name: Showers	
ID Number: 345678	
Work Address	
Dept/Agency	Other Information
	Type of DoD Employment: Federal Civilian
	Certified for Hazardous Turn-in: No
	Supervisor Information
	Supervisor's Name: May Flowers
	Supervisor's Email Address: may.flowers@dla.mil
	Supervisor's Commercial Phone: 4327895432
Email Address and Phone Numbers	User's DoDAAC and DRMO Affiliation
Commercial Phone Number	DoDAAC: SH510C
	DRMO: 402 --> SH510C
After you have verified that the above information is correct, click the 'Submit Request' button.	
<input type="button" value="Back"/> <input type="button" value="Submit Request"/>	
NOTE: Passwords must be changed every 60 days. Users who exceed a 60-day time period between turn-in of property through ETID must change their password before they can use ETID. User accounts that are not accessed within 1 year will be removed from the system and users will have to re-apply.	

If
Information
Correct

ETID – NEW USER - GENERATOR

ACCESS SUBMITTAL

Application Process Complete

ETID User Information

Transaction Date: 05/15/2009 13:42 PM

Applicant Name: April Showers

**Successful
Access Request
Submittal**



Points of Contact

Contact name, email and phone:

Dataowner, Test [E-mail: test-only@dla.mil, phone: 269-961-0000, DSN phone: 932-0000] OR
Provot, Robert [E-mail: test.only@dla.mil, phone: 555-555-5, DSN phone: 555-5555], OR
Dataowner, Test [E-mail: kelly.crouch.ctr@dla.mil, phone: --]

You will receive an email courtesy copy of this access request for your records.

You may visit <https://www.drms.dla.mil:443/demo/etid/NewUser> to check the status of your application. Use your temporary ETID ID and your chosen password to log in.

The ETID Data Owner must approve your application before you are granted access to the ETID system. When your application is approved, you will be assigned a permanent user ID, which will be sent to you via email. You will use this permanent user ID and your chosen password to log in to ETID.

Please allow 7 business days for this request to be processed.

[Etid Account Status Page](#)

[Etid Welcome Page](#)

PLEASE ALLOW 7 DAYS FOR PROCESSING

ETID – NEW USER – GENERATOR CHECK REQUEST STATUS

You Can Check
On The Status
Of Your Access
Request, Or
Edit Your
Access Request
If Rejected

DRMS ETID

[DR](#)

Version 4.3.7

DRMS [Notice](#)

[Changes](#)

[\[Help/Experiencing Problems\]](#)

[\[FAQs\]](#)

Current ETID Users

ETID Generator Login

ETID DRMO Login

Click here to *create* turn-in documents.

Click here to *approve* turn-in documents.

New ETID Users

Account Request

Check Request Status

*NOTE: <Account Request> for generators only. DRMO personnel please use AURA to request access.


Click here to check the status of your completed ETID access request, to finish a request you started but did not submit, or to change information as directed by a data owner. You must have your temporary ID and chosen password to log in.

ETID - NEW USER - GENERATOR

CHECK REQUEST STATUS

ETID - New User Login for Account Status/Update

 [Help](#)

User Id:	<input type="text"/>
Password:	<input type="password"/>
	<input type="button" value="Login"/> <input type="button" value="Change Password"/>

[Back to ETID Home Page](#)

**ENTER TEMPORARY LOGIN AND PASSWORD
CREATED DURING ACCOUNT REQUEST
PROCESS**

ETID - NEW USER - GENERATOR

CHECK REQUEST STATUS

Access Request Comment and Status:

Status of Request: Pending Data Owner Approval

Personal Information:

User ID: ETD2853

Last Name: Fitzgerald

First Name: Maggie

Middle Initial:

US Citizenship: Yes

User Employment Type: Federal Civilian

Hazardous Capability: Yes

Last 6 Digits of SSN or Last 3 Digits of Local National ID: 123321

Company Information:

Company/Department/Organization/Agency Name: Defense Logistics Agency

Street Address/PO Box/Mail Stop: 74 North Washington

Unit:

City: Battle Creek

State: MI - MICHIGAN

Zip/Postal Code: 49017

Zip Extension:

Country:

Supervisor Information:

Name: Clint Eastwood

Email: Ceastwood@dla.mil

Commercial Phone: 2696969696

DoDAAC and DRMO Information:

User's DoDAAC and DRMO Affiliation:

DoDAAC

DRMO

FB6061 --> SH510C

If Rejected,
User Can
Edit and
resubmit

ETID – NEW USER – GENERATOR

- IF APPROVED, THE GENERATOR WILL RECEIVE AN EMAIL CONTAINING THEIR OFFICIAL LOG-IN IDENTIFICATION NUMBER
- GENERATORS WILL USE THIS IDENTIFICATION NUMBER AND PASSWORD CREATED DURING THE ACCESS REQUEST PROCESS TO BEGIN USING ETID
- **IMPORTANT:** GENERATOR WILL COMPLETE THE SECURITY RULES OF BEHAVIOR AND RETURN TO DRMS SECURITY

ETID – NEW USER CONTACT LISTINGS FOR ACCESS

For Program information/comments, please contact:

ETID Access, Log-On Issues, Usable Property, or Hazardous Property

By e-mail: [DRMS ETID](#)

For any ETID Issues phone: (commercial) 269-961-5912 or (DSN) 661-5912

For any ETID Issues excluding Hazardous phone: (commercial) 269-961-7069 or (DSN) 661-7069

For questions regarding specific turn ins through ETID,
please use this link to obtain contact information for your turn in DRMO:

[Link to DRMS \(DRMO\) Locations Look-up](#)

For Password Resets, please contact (24 hours/7 days a week):

By commercial phone: 269-961-4999

By DSN: 661-4999

By e-mail: [Password Resets](#)

For Application/Technical Support, please contact:

By e-mail: [DRMS Help desk](#)

By phone: (commercial) 269-961-4999 or (DSN) 661-4999